

SENIOR MAINTENANCE LEADER

DEFINITION

To supervise one or more crews and perform skilled work in the construction and maintenance of streets, sidewalks, sewers and traffic signs.

DISTINGUISHING CHARACTERISTICS

Positions in this class are distinguished from those in the lower class of Maintenance Leader by the requirement to direct one or more crews in the performance of a variety of complex construction and maintenance activities requiring the use of light and heavy equipment; or to direct and coordinate the activities of two or more crews; or by the performance of skilled craft work in addition to directing the work of a crew. Work assignments received may be of a general nature requiring the exercise of judgement and initiative in the independent planning, scheduling and prompt completion of the work. Incumbents are expected to exercise effective supervision of subordinate personnel and may be required to perform duties similar to those performed by a Maintenance Leader or Maintenance Worker.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Streets Maintenance Manager.

Provides working lead direction to lower level maintenance leaders, workers and laborers.

ESSENTIAL DUTIES

1. Directs the work of one or more crews in the construction, maintenance and repair of streets, curbs, gutters, sidewalks, traffic signs and markings, sanitary sewers, storm drains, and related facilities.
2. Operates and trains others in the operation of a wide variety of light and heavy automotive and street sign installation equipment including construction, maintenance and cleaning equipment and related hand and power tools.
3. Performs skilled craft work in the finishing of concrete and plans and directs the work of others engaged in this activity.

ESSENTIAL DUTIES (continued):

4. Exercises independent judgement in calculating materials, supplies, and equipment needed for specific projects, and insures the availability of same.
5. Participates in the planning and scheduling of specific activities to be accomplished by crews under his or her supervision and sees to the prompt and efficient completion of the work.
6. Maintains records of work activity and job costs as required.
7. Teaches and enforces safety regulations.
8. Performs heavy physical labor.

OTHER JOB RELATED DUTIES

1. Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

- A. Knowledge of construction and maintenance materials used in public works operations.
- B. Knowledge of operation and use of variety of light and heavy automotive equipment.
- C. Knowledge of the use, purposes and maintenance of hand tools.
- D. Knowledge of safety procedures and techniques.
- E. Knowledge of elementary principles of effective supervision.
- F. Ability to maintain written records.
- G. Ability to work various work schedules.
- H. Ability to perform a variety of skilled construction maintenance and craft activities.
- I. Ability to give and take oral and written directions.
- J. Ability to understand and interpret work from sketches, drawings, and traffic blueprints.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

- K. Ability to train and instruct subordinates.
- L. Ability to perform heavy physical labor.
- M. Ability to establish and maintain effective interpersonal relations with co-workers, the public and contractors.
- N. Ability to cope with different situations and changing priorities.

LICENSE:

Possession of a valid Class B California Driver's License and Tanker Endorsement. Depending upon assignment, a Class A Driver's License may be required.

EXPERIENCE AND TRAINING

Training:

Equivalent to completion of the eight grade.

Experience:

Three (3) years of progressively responsible experience in surface or subsurface construction and maintenance work, including the operation of light and moderately heavy construction equipment or street signing. One year of supervisory experience as a leadworker or supervisor is desirable.

SPECIAL REQUIREMENTS:

Essential duties require the following physical abilities and work environment: Significant amounts of standing and walking and occasional kneeling, crouching, stooping, twisting of the upper body, climbing; digital dexterity; ability to lift up to 80 pounds; must work outdoors in all kinds of weather with varying amounts of vibration and equipment noise; exposure to paints, paint thinner and epoxy and mechanical hazards.

PROBATIONARY PERIOD: One Year

367CS94

May 1969

Revised March 1994

APP GROUP: 18

FPPC STATUS: Non-exempt

FLSA STATUS: Exempt

ADA Summary of Essential Duties  
Senior Maintenance Leader

	Streets	Traffic
1	SDE	SDE
2	MAE	MAE
3	SDE	
4	MAE	SDE
5	SDE	SDE
6	OAE	SDE
7	MDE	SDE
8	MAE	SDE

Special Requirements

Essential duties require the following physical abilities and work environment: ability to work outside in all kinds of weather, to sit, stand, walk, kneel, crouch, twist the upper body, climb and lift up to 80 pounds. Work may involve extreme noise, vibration and mechanical hazards and requires working with paints, epoxies and paint thinners.

Effective July 12, 1993